

## **Selection Policy**

**St. Matthew's Parish School Library**

### **Objectives:**

St. Matthew's Parish School selects materials which will enable students to grow intellectually and provide them with an excellent education. Materials are purchased to support and enrich all areas of the curriculum and its constituents.

The Library Media Center strives to provide a rich variety of resources for teachers, students and parents in a variety of formats. Resources span a large range of ability levels and perspectives. Resources will support the curriculum and aid in developing students' abilities to think critically and solve problems.

### **Criteria for Selection**

The professional library staff of the school are responsible for selecting resources to be added to the library. Individuals who may give input with respect to selections are: administrators, teachers, students and parents.

The criteria for selecting library materials and accepting gifts are as follows:

- Materials should support the school's curriculum
- Materials should encourage reading, viewing or listening for educational and recreational purposes
- User interests, abilities, maturity levels and learning styles should be considered when selecting materials
- Items selected should represent a variety of viewpoints on any given subject
- Other factors to be considered in selection of materials when applicable are:
  - Authority-Creator(s) of material should qualified
  - Appropriateness of Content to Users-Material should be matched to intended use and audience
  - Scope- Depth of coverage
  - Authenticity-information should be current and reliable
  - Treatment-catches & holds user's attention, encourages further learning
  - Arrangement & Organization-information is presented in a logical, organized way
  - Value to collection
  - Durability
  - Cost

## **Selection Tools**

The following resources may be used in the selection process:

Reviews in professional journals: *School Library Journal*, *Horn Book*, *Booklist*, *Kirkus Reviews*

Recommendations from: Children's Book World, ALA's Young Adult Library Services, experts such as Kathleen Baxter, Dr. Peggy Sharp, and Jim Trelease.

Online resources and collection development tools such as: Titlewave, Ingram, and Horn Book

National and State Awards: Newbery, Caldecott, Corretta Scott King, Michael Printz, California Young Reader

Recommendations by staff, students and parents

## **Weeding**

In an effort to maintain a relevant, attractive collection weeding is performed on an ongoing basis. The professional library staff evaluates materials to determine which should be removed, and/or replaced. Determinations are made based on such considerations as: circulation statistics, condition of material, copyright date, duplicate titles, need based on curriculum, accuracy of information. The professional library staff may consult with school staff to get input on weeding.

## **Procedures for Library Donations**

Professional Library Staff will review weeded materials to determine possible destination for aforementioned. Consideration will be given to condition of materials, age of materials, and content of materials.

Depending on the specific materials, they might be distributed in a variety of ways:

- 1) Offered to teachers for classroom use
- 2) Barcodes are scanned to determine if they might be purchased by Better World Books
- 3) Offered to Department of Public Social Services for LA County
- 4) Offered on Freecycle
- 5) Discreet disposal

## **Procedure for Challenges to Library Resources**

- 1) Listen to complaint with calmness and objectivity
- 2) Explain school's selection policy to complainant and provide them with a copy of selection policy. Also provide them with a copy of complaint form if complainant

wants to continue with complaint. This form must be completed within two weeks otherwise school will consider complaint to be resolved.

- 3) When/if complaint form is returned, inform principal of challenge.
- 4) Form review committee which will include Headmaster, Librarian, Classroom teacher from appropriate grade or subject area, and School Board Member.
- 5) Chairperson for committee will arrange a meeting. Meeting should be held within ten working days after complaint form has been returned.
- 6) The committee determines if challenged material meets criteria for selection as stated in this document.
- 7) The committee's written decision regarding challenged material is sent to complainant by Headmaster.